



**PULLEN & SERTOMA ARTS CENTERS
2012 Fall Open House and Arts Fair
Saturday, October 20th
10AM-5PM**

**2012 LOCATION: PULLEN ARTS CENTER
105 Pullen Road
Raleigh, NC 27607
919-996-6126**

REGISTRATION INFORMATION & ART SALE GUIDELINES

CONTENT OF EXHIBIT

- All work must be the original work by the accepted artist.
- Works from commercial kits are not acceptable.
- Artist must be present for entire show. No stand-in exhibitors, dealers, or agents allowed.
- The target audience of this event is all ages, therefore works deemed by the City of Raleigh Parks and Recreation Department as inappropriate will be removed (***please read & sign Content Policy for Performers and Service Providers and submit with payment and Space Reservation Form***).

EVENT TIMES AND SET-UP

- **Exhibit Hours:** 10AM-5PM
- **Date:** Saturday October 20, 2012
- **Outdoor Set Up:** Saturday October 20, 2012 from 8:00am – 9:45am all sales areas must be ready to go by 10:00am.
- **Tear down:** 5:00 PM -6:00pm on Saturday October 20, 2012. No exhibitor may start removing exhibits before this time.
- Booths and table displays must be open and staffed for the entire show

PARKING

- Unloading: curbside in the drop off area in the lower level parking lot.
- **Vehicles are prohibited from driving onto the sidewalks.**
- During the show, please park in lower level lot beside Pullen Arts Center.

PROVISIONS

One type of exhibitor space is available (booths) and space availability and accommodations will be granted on a first-come, first-served basis. The number of booth spaces per craft/medium is limited. All exhibitor spaces are outdoors.

Outdoor Booth spaces:

- Approximately 10' by 10'.
- Electricity is not available.
- Includes City of Raleigh P& R approved pop up tent. No other tents or pops are allowed due to safety regulations
- Additional display materials (provided by the artist) are allowed but must be confined within your tent.
- 1 table and 1 - 2 chairs available by request.
- No more than 2 artists may share a booth space.

- Artists are responsible for providing their own display materials (shelves, tablecloths, racks, etc)
- Flammable gases & open flames are not permitted. No generators or electrical devices allowed.
- Booth locations will be assigned by staff.
- All participants are responsible for reporting NC sales tax to the NC Department of Revenue.
- Extreme care will be taken to ensure the safety of all works. However, the City of Raleigh, Parks & Recreation Department, Sertoma Arts Center and Pullen Arts Center are not responsible for any artwork and/or materials belonging to the artist at any time.

EXHIBITOR INFO

- A designated lounge for staff and exhibitors to take breaks will be located in the Pullen Arts Center.
- There is no smoking in Raleigh Parks. If you need to take a break to smoke, you must do so in designated areas in the parking lot.
- In addition to advertisements in media, we have printed materials for artists to distribute and email. Please select the type and quantity of print materials you need on your registration form.

PAYMENT INFORMATION

- **Cost of \$70 for both early bird and open reservations.**
- Payment must be received in full with registration

Early Bird Registrations - Accepted between July 9 – 22.

- Open to Pullen & Sertoma participants and staff only.

Open Registrations - Accepted beginning July 23 until all booth spaces are sold.

- Anyone, regardless of whether they are affiliated with Pullen or Sertoma, may register for a booth at this time.
- *Must submit images of work. This is not a juried show but approval of work is required.*

Additional Booth Information

- Booths cannot be sublet. Only the person(s) whose names are on the application for booth space may sell work in your booth.
- If you have a booth and you want to share with another artist, you must let the staff know on the registration form.
- **LIMIT 2 ARTISTS PER BOOTH.**
- **There will be a limited number of booths sold per art medium.** This is to help keep the Fall Arts Fair wares diverse and representative of the work produced at both Centers. These spots are first-come, first-served.
- **Artist(s) should select the primary medium of the work that they will be selling on their application,** however they may also offer a limited selection of works from other mediums. For example, an artist who applies as a potter must have pottery for at least 75% of their wares, however, they may also display a limited selection of their paintings or jewelry. Two artists with different art mediums may share a booth. Both artists should indicate their respective mediums on the application form.

INCLEMENT WEATHER POLICY

- Event will be held rain or shine. No rain date.

Refund Policy

- 100% refund if Department cancels program.
- 85% refund if request is received by Thursday, October 4, 2012
- Refund requests received after Thursday, October 4, 2012 will not be granted.
- All refund requests must be received in writing.
- Refunds for medical reasons requested prior to October 4, 2012 will be granted at 100% subject to verification.

Non-Discrimination Policy

The City of Raleigh Parks and Recreation Department does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation or disability in employment opportunities or the provision of services, programs or activities. A participant alleging discrimination on the basis of any of the aforementioned areas may file a complaint with either the Director of the Raleigh Parks and Recreation Department or the Office of Equal Opportunity, U.S. Department of the Interior, Washington, D.C. 20240.

RETAIN THIS PAGE FOR YOUR RECORDS

The City of Raleigh Parks and Recreation Department

Review of Content for Performers and Service Providers

Performance Materials/Displayed Materials

The performance or service to be presented for the City of Raleigh event or program and all materials used (props, displayed items, advertisements, etc) will be identical to the information originally submitted to and approved by the Event Coordinator. No extraneous advertising, materials, or services other than the content intended by the Event Coordinator will be permitted or included in the service to the City of Raleigh. No materials, symbols, or other objects will be used as props or part of a performance or service that represent or include any of the following topics: the promotion or detestation of a political or governmental party or law; the representation of anti-racial images, symbols, or language; violent or sexually graphic or explicit materials of any form. No obscene or profane gestures will be performed or represented during the service to the City of Raleigh. This includes bodily language, signals, gestures, or images inappropriate for all audiences as determined by the Event Coordinator.

Language

All written and spoken language is free of profanity. This includes diction (including slang or symbolism in any culture or language) that is sexually explicit, sexually graphic, anti-racial, vulgar, profane, violent, or otherwise considered inappropriate for public viewing or public experience by the Event Coordinator.

I have read the terms and conditions of the *Review of Content for Performers and Service Providers* for my service with the City of Raleigh Parks and Recreation Department. The content of my service has been reviewed by: audio cassette tape /compact disc / video tape / slides / portfolio / or by visual/verbal and this information and has been approved for public presentation by the City of Raleigh event coordinator, Sertoma & Pullen Arts Centers. **I acknowledge the terms and conditions stated in this letter and I agree that I will not include materials, which have not been previously reviewed.** Any material not approved by the Event Coordinator or allowed by the *Review of Content for Performers and Service Providers* will result in my dismissal from the event and/or removal of said artwork, displays, or services. I agree that such removal does not guarantee full payment to me for the services I have provided or intended to provide to the City of Raleigh and/or that I may not be reimbursed for any payments I have made to the City of Raleigh for my participation. The City of Raleigh also reserves the right to deny payments or remaining portions of the full payment due to me by the City of Raleigh if resulting in the discontinuation in the provision of my services as a result of my not abiding by the conditions of this content review as determined by the City of Raleigh.

Artists'/Business/Organization Name _____

Contact Person _____

Contact phone numbers: day _____ Eve _____

Name of EVENT(S) **PULLEN AND SERTOMA ARTS CENTERS FALL ARTS FAIR**

The Event Coordinator reserves the right to deny a service or performance for any other reason that may not be listed above. One form will be kept on record to be used for any City of Raleigh Parks and Recreation Department event or program for the business/organization/contact person listed in this document.

Artist's/Performer's/Service Provider's Signature Date

Program Supervisor's/Event Coordinator's Signature Date

RETURN THIS PAGE TO PULLEN OR SERTOMA ARTS CENTER

**PULLEN & SERTOMA ARTS CENTERS
2011 FALL ARTS FAIR
EXHIBITOR SPACE RESERVATION FORM
(All requests are first-come, first-served)**

Name: _____

Address: _____

City: _____ Zip: _____

Phone: _____

E-mail: _____

Please check one:

<input type="checkbox"/> Pottery	<input type="checkbox"/> Printmaking/Bookmaking
<input type="checkbox"/> Jewelry	<input type="checkbox"/> Drawing/Painting
<input type="checkbox"/> Fibers	<input type="checkbox"/> Photography
<input type="checkbox"/> Other	

If you will be selling additional types of art,
please list them here:

Name: _____

Address: _____

City: _____ Zip: _____

Phone: _____

E-mail: _____

Please check one:

<input type="checkbox"/> Pottery	<input type="checkbox"/> Printmaking/Bookmaking
<input type="checkbox"/> Jewelry	<input type="checkbox"/> Drawing/Painting
<input type="checkbox"/> Fibers	<input type="checkbox"/> Photography
<input type="checkbox"/> Other	

If you will be selling additional types of art,
please list them here:

Booth (approx 10' by 10') @ \$70

Table: Y or N **Chairs:** 0 1 2

OPTIONAL PROMOTIONAL MATERIALS (unless otherwise noted, included in cost of booth space)

<input type="checkbox"/> Postcards (Artist is responsible for postage costs) Quantities: 50 100 150	<input type="checkbox"/> 11" x 14" Color Posters Quantities: 5 10 25
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Make check payable to: **City of Raleigh.**

Please return this reservation form with payment to:

Sertoma Arts Center
1400 West Millbrook Rd
Raleigh, NC 27612

Pullen Arts Center
105 Pullen Road
Raleigh, NC 27607

I have read the **REGISTRATION INFORMATION & ART SALE GUIDELINES**, understand and accept the terms of the refund policy, and agree to abide by all guidelines set forth by the City of Raleigh Parks and Recreation Department.

Please sign:

Exhibitor signature

Date

Second exhibitor signature

Date

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